

# ZUMBA® with Kirstie Pugh

134 Castle Street, Salisbury, SP1 3UA  
Tel: 01722 331956    Mobile: 07787101410    Email: loomsie@yahoo.co.uk

## Privacy Policy

Zumba® with Kirstie Pugh is committed to protecting and respecting your privacy. We would like to keep in touch with you about the classes and any events that we are involved in and will never sell your data and promise to keep your details safe and secure.

This policy explains when and why we collect personal information about class participants, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

### How do we collect information from you?

Information is obtained about you when you attend your first class. There are two forms, an Informed Consent and a PAR-Q (physical activity readiness questionnaire.) This information is for insurance purposes and awareness of any health conditions.

### What information do we collect from you?

Personal information collected includes your name, telephone and/or mobile number and email address (if you have one), as well as medical information. An emergency contact is also included, assuming you have obtained permission.

### Why do we need to collect your information?

Information is collected from you for insurance purposes and to keep you updated about the classes and any events. The medical information provides awareness of any medical issues.

### Emergency Contact

Anyone providing an emergency contact needs to make sure that the point of contact has given permission for Zumba® with Kirstie Pugh to make contact.

### 16 or under

Any information about children 16 or under will be collected beforehand with permission from the parent/guardian.

### Who has access to your information?

All information collected is confidential and only Zumba® with Kirstie Pugh have access. If medical services are required, then your medical information and emergency contact will be passed on to them.

No information is shared with the insurance company, nor with the establishments where classes are run. Your information will not be sold or rented to third parties, nor will your information be shared with third parties for marketing purposes.

Licensed to teach



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## Privacy Policy continued...

### Your choices

You have a choice about whether or not you wish to receive information from Zumba® with Kirstie Pugh. If you do not want to receive any emails/calls or texts about classes or any events, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

Zumba® with Kirstie Pugh will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. You can change your preferences at any time by email: [loomsie@yahoo.co.uk](mailto:loomsie@yahoo.co.uk) or telephone on 01722 331956.

### How you can access and update your information

If you change email address, or any of the other information we hold is inaccurate or out of date, please make contact by email: [loomsie@yahoo.co.uk](mailto:loomsie@yahoo.co.uk) or telephone on 01722 331956.

You have the right to ask for a copy of the information Zumba® with Kirstie Pugh holds about you.

### Security precautions in place to protect the loss, misuse or alteration of your information

Sensitive information (such as credit or debit card details) are not collected and all non-sensitive details (your email address etc.) are stored in a password protected file. We have the necessary security and all data is regularly backed up. However, any information transmitted normally over the Internet (like email), can never be guaranteed to be 100% secure. As a result, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Updated and reviewed 26/03/2018

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